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## Special Libraries, March 1920

Special Libraries Association

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# Special Libraries

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Vol. 11

MARCH, 1920

No. 3

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*Fellow Members of Special Libraries Association:*

Problems, singularly significant and forward-looking, today confront the Special Libraries Association. The in-coming administration should, as never before, be in possession of the best judgment resident within its entire assembled membership.

To each member there goes out a characteristically individual call to attend the 1920 meeting and to speak for his particular constituency at this congress of international interests.

Enumerating in part, the administration should take cognizance of the sense of the membership upon the following timely questions:

- (1) The question has frequently been propounded in one form or another of the advisability of this Association developing a service plan whereby it would become a positive adjunct to business research, coordinating data on various lines of research, both complete and in progress, aiming to eliminate the uncompensated losses due to duplicated research. Can this be done on a basis satisfactory to the Association?
- (2) The future development of our organ, *Special Libraries*, is another pertinent question. Shall it be enlarged? If so, how shall funds be provided?
- (3) Shall the organization undertake to provide for a salaried business director? If so, expressions of opinion from the membership as to ways and means are desired.
- (4) The views of the entire membership should be pressed upon the newly organized standing committees for their guidance, namely, the committees on:

Membership	Relations with Publications
Employment	Methods
Publicity	Convention Program
Survey	Nominating
- (5) What ends should the Association achieve thru its representative upon the Committee of Enlarged Program of the American Library Association?
- (6) Shall the Association look forward to the compilation of suitable treatises which shall serve to guide persons undertaking special library work?
- (7) Shall the Association undertake to confer with educational institutions with a view to advising students how to shape their courses so as to prepare for special library work?

Will each member charge himself with the obligation of being present at the New York Meeting and of being prepared to participate in the discussions with deliberation and due consideration for the advancement of the interests of the Association?

Signed: M. A. CARABIN, President  
Special Libraries Association.

March 1, 1920.

## PROGRAM

Eleventh Annual Convention of the Special  
Libraries Association

Hotel McAlpin, New York, April 14-17, 1920

## WEDNESDAY EVENING

7.00 P. M., Reception and Banquet.

## THURSDAY MORNING

9.30 A. M., Opening Session.

Address by Miss M. A. Carabin, President.

Report of Secretary-Treasurer.

Report of Editor.

Report and Recommendations of Standing  
Committees:

Nominating.

Survey.

Publicity.

Methods.

Employment.

Membership.

Convention Arrangements.

Open Forum: Informal discussion on  
points enumerated in President's let-  
ter of March 1st, found on Editorial  
page of March issue "Special Libra-  
ries."

## THURSDAY AFTERNOON

2.30 P. M.

Vote on proposed amendment to the con-  
stitution; vote on proposed by-laws.The Case Against the Librarians: Libra-  
rian's Knowledge of Business He  
Serves Is Either Nil, or Superficially  
Theoretical, and Rarely Practical.

A symposium—

- (1) What should the Librarian know  
about the administrative end of the  
business he serves? (e. g. How the  
business done by the corporation  
originates; What forces keep it mov-  
ing until final disposition; How the  
policies of the company are deter-  
mined; Purchasing methods; Sales  
methods; Advertising; Financing; Ex-  
pansion; Construction; Letting of  
contracts; Specification for equip-  
ment, etc.)

- (2) The technic peculiar to the busi-  
ness. (e. g. The process of manu-  
facture; Properties of material in raw  
and finished state; Methods of test-  
ing; By products; Chemistry and me-  
chanics involved in business, etc.)

- (3) Methods for ascertaining knowledge  
indicated. (e. g. Amount of study  
given to periodicals and new books;  
Amount of time spent studying de-  
partment activities; Obtaining confi-  
dence of executives and department  
heads.)

- (4) Ideal organization and facilities which  
enable librarian to be director of  
library. (e. g. Discuss effect upon  
library director of concern over small  
details in connection with library,  
such as cataloguing, filing cards, or-  
der details, etc.)

Papers by:

Miss Josephine B. Carson, Pennsylvania  
Compensation Rating and Inspection  
Bureau.Miss Mary D. Cox, American Telephone  
and Telegraph Company.Miss Agnes F. P. Greer, The Yale &  
Towne Manufacturing Company.Miss Sarah Hallstead, National Bank of  
Commerce in New York.

Miss Eleanor Kerr, Imbrie &amp; Company.

Miss Alma C. Mitchell, Public Service  
Corporation of New Jersey.

Miss I. Marie Randall, Simmons College.

Discussion of subjects from the viewpoint  
of:

- (1) Chemistry, Pure, Industrial, Food,  
Pharmaceutical, Rubber, Metallurgi-  
cal.
- (2) Builders, Contractors, Architects.
- (3) Insurance Companies, Fire, Life, Cas-  
ualty.
- (4) Stock Yards.
- (5) Publishers.

## THURSDAY EVENING

8.00 P. M.

No program announced. Session left open to permit of informal meetings.

## FRIDAY MORNING

9.30 A. M.

## Relations with Publications and Professional Societies.

Upon the assumption that the machinery for closer relations between S. L. A. and these two groups were instituted, what improvements along the following general lines would seem desirable and how effected:

- (1) Trade Catalogs
- (2) Nomenclature, Terminology, Symbols.
- (3) Such subjects as search reveals to be totally absent or inadequately treated in the existing sources.
- (4) Publishers should keep a live bibliographical file on every major subject and refer to or publish same in connection with all complete articles or books treating of this subject. Is this practical from publisher's viewpoint, and how may S. L. A. cooperate?
- (5) Digest of all technical literature condensed into one journal to be published periodically.
- (6) Advance sheets giving table of contents of periodicals; Their use; Circulation to librarians requesting same.
- (7) Standard for indexes to books and periodicals.
- (8) Quality of material in periodicals and books.

## Reflecting the Viewpoint of:

- (1) Automobile Industry—Miss Florence Fowler, The Studebaker Corporation.
- (2) Legislative Reference Libraries—Mr. Clarence B. Lester, Wisconsin Legislative Reference Library.
- (3) Financial Institutions—Miss Alta B. Claffin, Federal Reserve Bank of Cleveland.
- (4) Patent Libraries—Mr. Wm. D. Shoemaker, Patent Attorney, Washington, D. C.

(5) Railways. Open for discussion.

(6) Construction Work. Open for discussion.

(7) Chemistry. Open for discussion.

(8) Welfare Associations. Open for discussion.

(9) Fuel. Open for discussion.

(10) Office and Organization systems. Open for discussion.

(11) Labor. Open for discussion.

(12) Retail Merchants. Open for discussion.

(13) Engineering. Open for discussion.

(14) Manufacturing Industries. Open for discussion.

(15) Publishers. Open for discussion.

## FRIDAY AFTERNOON

2.30 P. M.

Continuation of Program of Morning Session.

## Open Forum:

Specific items or subjects on which printed information is lacking, compiled from experience of members.

Hand book on chemical literature; how to look up chemical subjects.

Library records.

Library furniture and furnishings.

Service rendered to House Organ by library and vice versa.

## FRIDAY EVENING

8.00 P. M.

## The Citizenry of the American City.

- (1) Obligations and Opportunities of The City Library; the need for Municipal Reference Libraries—Paper by Miss Grace A. England, Chief of Civics Division, Detroit Public Library.
- (2) The American City—Address by Mr. Wayne D. Heydecker, Director of Research, American City Bureau.

## SATURDAY MORNING

9.30 A. M.

Unfinished business.

Adjournment.

## The Case Against the Librarians

### Librarian's Knowledge of the Business He Serves is Either Nil, or Superficially Theoretical, and Rarely Practical

MISS JOSEPHINE B. CARSON

While the topic for discussion is the case against the librarians from the standpoint of industrial accident insurance, I am looking at it from the standpoint of the Pennsylvania Compensation Rating and Inspection Bureau which, I presume, is somewhat different from that of an industrial accident insurance company. The Bureau, as the name implies, is the rating bureau for Pennsylvania insurance companies writing workmen's compensation or industrial accident insurance.

In order to do intelligent research work the librarian should know something of the different divisions of accident insurance and their relation to each other, something of the policies of the Bureau and how the business originates. She should know something of the methods of insurance carriers, the Bureau's relation to them and its relation to the State Insurance Department. There does not appear to be any necessity for a detailed study of department activities but she should have a general knowledge of the work of the departments and know what declarations of insurance and inspection reports are.

The "by-products" are statistical reports compiled from the reported accident experience of the insurance companies. It is often necessary for the librarian to do considerable searching for statistical tables of accidents for purposes of comparison or checking when a report of this kind is in process of compilation and if she knows a good tabulation from a poor one it saves a great deal of time.

Periodicals should be carefully gone through and clipped or filed, for good articles on industrial processes, descriptions of industrial plants, for accident statistics and safety devices, all of which are of very great importance, also for the news of the accident insurance world, especially legislative news.

Lists of publications must be checked reg-

ularly and carefully. It does not take long to find out what lists cover the field best, for a great many duplicate the few well known important ones, however, it is a good thing to get into the habit of giving them all at least a glance—one may find a prize some time.

Every new accession should be given a thorough enough study to fix in one's mind the kind of information it contains. It is of course, impossible to read them all, and unnecessary to read a great many—the important thing is to know where to look for the information one needs, this may be in a library, in a book, in a list of books, in a dozen different places.

Undoubtedly the special librarian should have time for reading and the study of the special subjects which her library contains and just as surely, the best place to do the studying and reading is at her desk where all her "tools" are at hand. If she is swamped with the details, cataloguing, filing cards, etc., she cannot do justice to the study. However a close supervision of these details with some cataloguing and filing will be found necessary as a part of the proper study of the work. It certainly is not right for the details to crowd out all the real pleasure of library work—the research and self-education.

The successful librarian, and there are many, should and does do all this and as much more as her specific library requires

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MISS MARY D. COX

In describing the work of our Library I shall attempt to sketch it to you in a very broad sense, not going fully into the details of the work or of the organization which it serves, but simply confining myself to those very general aspects of the work which were suggested as the limits of this paper.

Our Library, now the result of nearly ten years' growth, approaches the telephone business largely from the economic side,

although it began primarily as an accounting library and is still attached to the Accounting Department. The need for library material has so developed and expanded that today it serves as the main general library of the company. Broadly speaking, our principal subjects are accounting, statistics, economics and finance, including the many subsidiary topics more or less directly related to these subjects; we have built up a collection of nearly eight thousand volumes including books and pamphlets along these lines. We also subscribe yearly to over one hundred magazines all bearing on these subjects, and we handle all material of a general reference or information character. Although we file a considerable number of clippings pertaining to the subjects we cover, yet most clippings are handled by a separate clipping bureau which has grown up under another department of the company.

Just as we cover primarily the economic phases of the telephone industry, so does our Engineering Library take up the technical aspects, and our Law Library the legal aspects of the industry. These two libraries are entirely separate from ours, and come under their distinct departments. It may, perhaps, seem strange that the work of these three libraries has never been consolidated, but while it has been considered, up to the present time it has never seemed workable in such a large organization as ours, all three serve such definite and specialized purposes intimately related to the work of the departments to which they are attached, that they have thus far been able to give better service as separate units. All three, however, co-operate to a high degree and all three are open to all departments of the company.

In a business as large and as complex as ours, it is obviously impossible for the Librarian, or for any other single individual, to have very intimate knowledge of the multitudinous details of administration and operation. In general, the attitude which we have assumed towards our Library is that, in its small way, it is a sort of commercial organization within a commercial organization. From this aspect we look upon all other departments and offices of the company as customers, or potential custom-

ers, whom it is our function to serve largely on a commercial basis; that is, we feel that we must not only be prepared to serve passively, but that we must actively take the initiative in "selling" our wares. We necessarily must prosper largely in accordance with the extent and value of our service; and we believe that this extent and value of our service is not wholly dependent upon external circumstances, but that it is to a very large degree, within our own control. We naturally endeavor to fill each request which is directed to us, and to answer each question in regard to library material, as quickly, fully and accurately as possible, whether it be a definite call for a particular book, or whether we are called upon to furnish all the information we have on a given subject. We do a considerable amount of reference and research work in response to specific requests, especially in connection with the work of the Statistician's Division, which—incidentally—makes greater use of the Library than any other office in the company. But we do more than that. We take it upon ourselves to refer to the appropriate officials or departments all information which we think will be of interest or pertinent to their work; and we endeavor to discover all such information no matter in what form it appears, whether in books, pamphlets, or newspapers.

In order to give this sort of service it is, of course, quite essential for us constantly to keep in as close touch as practicable with the varying needs and interests of our clientele; and we make every effort to inform ourselves, largely through unobtrusive indirect inquiries, of the new developments which are continually arising in the work of the various departments. We are able to get much information of this kind by carefully noting the character of the calls which are made upon the Library. And of the various departments and offices we serve, we play no favorites, we try to follow the work of our Personnel Department just as closely as the work in our Accounting Department and to meet their demands with equal facility. We also try as far as possible to sense the wants of our customers in advance so that we may be fully prepared to meet their demands when they are made. In accordance with our success in maintaining these standards,

we win the greater confidence of those whom we serve, and the value of our Library is correspondingly enhanced. Although it is difficult for the Librarian to measure accurately the full value of the Library, I can say, however, that the use of the Library has grown quite rapidly and is still increasing.

This brief description may suffice to suggest the degree to which the head of our Library must be in touch with the administrative phases of the telephone business. We think it very necessary that the Librarian be so organized that the Librarian has sufficient time to devote to the executive needs of the Library, and that her part in relation to all matters of Library routine should be purely one of supervision. The selection of new library material is, of course, of such importance that it is reserved as a duty of the Librarian, and is a duty upon which a great deal of time and study is spent. The Librarian must train herself always to be on the alert for significant items tucked away in some out-of-the way place, such as the inconspicuous mention of a forthcoming Government report, or an advance summary statement of data which will later be published in detail. But as much as possible of the work in connection with the handling of book orders, the filing of the catalogue cards, etc., is delegated to assistants.

Moreover, the effectiveness of the Library is not hampered by a fixed Library budget. We never are obliged to refrain from purchasing material of value because a limited appropriation has been exhausted. Although Library expenses are watched closely, the determining factor in the case of each item of expense is the immediate or potential value of the material purchased. This relative freedom in the matter of expense is of such importance, especially in cases of emergency in which material must be obtained with great speed, that I have taken the opportunity of bringing it in for special mention.

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MISS AGNES F. P. GREER

Whatever value this paper may have will be because it is written at a time when the impressions of newness are still vivid. Thus while lacking in the balanced judgment of an experienced "special" librarian the very

fact that they are the feelings and thoughts of a newcomer may make them of value.

In the opinion of the writer any librarian should know all that is possible about the community he serves, its activities and human interests. In a manufacturing concern this means, does it not, that he should learn everything he can about not only the administrative end of the business and the technique peculiar to the type, or types, of the manufacture in which his firm is concerned but should know also about the individuals—the men and women—engaged in the work.

The last feature may not concern all libraries in manufacturing concerns. It does in Yale and Towne, however, as many of our employees commute and are unable to avail themselves of the privileges extended by our excellent town library.

As it is humanly impossible for the librarian to be an expert in all lines, is it not advisable to confine oneself to librarianship, displaying along all other lines an intelligent aliveness?

There is no use in pretending to know what one does not and how—to be personal again—can a librarian hope to compete in knowledge of bank locks with men who have worked with nothing else for 25 to 40 years; then turn to the chain hoist and show equal intelligence; slip over to the carpenter shop, from thence to those whose lives have been devoted to accounting? These are but a few of the subjects in one plant. To even look intelligent when talking to the men about their work is often beyond the powers of one poor librarian so she frankly admits her ignorance and asks innumerable questions, visits about the plant, in offices, foundries, etc., about seven hours a week, keeping eyes, ears, (and mouth) open. This has been of the greatest help. So has the daily glancing through the technical periodicals before routing them, even though that takes on an average a good hour every day.

In addition, a great deal of time has been spent talking with the men and women who come into the Works Library. Getting them to talk about their work serves the double purpose of acquainting the librarian with their duties and establishing friendly relations. Often it seems to the librarian like waste time but in her heart she knows the

only way to establish a really worth while library is to build on a firm foundation of mutual understanding. Few, if any librarians, are so fortunate in having such cooperation as this one.

In September, the month the Works Library opened, 503 books were circulated, 1531 in December. Think of it! Of course, the figures are pitifully small but the indications of what will be at that rate of growth are tremendous. Naturally the reference use and the reading room attendance are increasing also though that sort of work is never so "showy".

A newcomer cannot speak with authority on an ideal organization but it is possible to tell what is being planned in our manufacturing company because it seems to promise adequate service.

The Works Library will be the parent library, occupying much the same position as a central library in a city system. Here books will be ordered, received, cataloged for departmental and union catalogs, and made ready for use.

The actual purchasing will be done by the Purchasing Department of the company, as it is now equipped to render such service.

The departments, such as the Export, Laboratory, etc., needing departmental libraries, will have branch or departmental collections under the care and supervision of the library.

The same will be true of the Canadian factory, the New York office and, in time, the permanent offices in foreign countries, each varied to suit its particular needs.

The travelling men must be furnished with information and reading matter as rapidly as it can be managed. Those in the United States will probably confine themselves largely to specific inquiries for technical information as they will be in touch with public libraries in nearly all parts of the country. It is the men in South Africa, India, Latin America, etc., who will need the Works Library more and an important task will be to help them keep in touch with home conditions.

This, of course, is what is planned. In the four months the Works Library has been in existence about three hundred reference questions have been asked; 3655 books have

been lent, and approximately 3500 people have used the library.

There are incomplete files of periodicals, about 1500 books, a couple of hundred trade catalogs and not a sign of any library tool such as a shelf list, catalog, etc. The only tool has been that indispensable Industrial Arts Index. The work has been accomplished with its aid, the eternal hope of finding what was wanted, beginner's luck, and the blessed patience and helpfulness of the men and women using the Works Library.

The case against one librarian is clear. She does not know, nor does she expect or hope to know, enough to be intelligent on the subject of even a half dozen kinds of locks, let alone the many other articles put out by the factory. Is there any shame in admitting one does not know everything? It will be a sad day when one must comprehend Aristotle before giving him out, or speak Portuguese before helping the Export Department trace a baffling word through the pages of the dictionary. Don't librarians make a mistake in trying to be all things to all men, in trying to be super-human? Why not admit that librarians are just human beings, of average intelligence, with intensive training in the use of printed material, and an overpowering desire to be of aid to their fellow men?

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#### MISS SARAH HALLSTED

It is necessary for the special librarian to have some understanding of the business he serves, besides the equipment of his chosen profession. It seems safe to assert that comparatively few start with that understanding. Whether or not he succeeds depends not only upon his own adaptability and general intelligence, but also upon the co-operation accorded him by his employers.

From the standpoint of a commercial bank the librarian should start with a general knowledge of banking and economic literature, and statistical publications. But unless he has had practical banking experience, this will not give him any very clear idea of the business of a large bank. In order to build up the library to meet the needs of such an organization, he must know its policies, the kind of business handled, and some thing about the methods. This may be ac-



completed through conferences with the officers, and heads of departments of the bank, who may acquaint the librarian with the workings of the departments. The officers may also keep the librarian in touch with the business by frequent memoranda, indicating the possible trend of inquiries. In the National Bank of Commerce in New York, the library is fortunate in being a part of the Service Department, whose head keeps the librarian in touch with affairs in the bank.

This method, however, while it would establish a connection between the librarian and the officers, would not acquaint the librarian with the specific educational need of the employees. Although the emphasis in the work of the library is placed on the reference work, in the National Bank of Commerce in New York one duty of the library is to supply educational reading for the employee. A method used for giving students practical banking experience is that of rotation through the departments. I should like to see this tried by librarians. If a librarian, before beginning the organization or administrative work in a bank library, could spend several weeks, working through the departments of a bank, he would be much better equipped to begin his work, and he would also have a personal acquaintance with the employees, which would place him in such a position to help them as would not come to another librarian in a year.

In any commercial library, it behooves the librarian to have at hand new material, books, pamphlets and government publications as soon as they appear, for it may make a serious difference in answering a question if the material is not up to date. In the National Bank of Commerce in New York the librarian is aided in having several people in the library and the statistical department read regularly certain magazines and newspapers and mark for his attention notices of new publications and also articles which should be analyzed in the library catalog.

The library maintains a clipping file, in which is kept the latest information on all sorts of subjects. To this end, ten daily New York papers are clipped. These clippings are first used to compile a news sum-

mary for the officers of the bank. A person whose interest is aroused by the summary may obtain full details upon request. The clippings are sorted and those at all suited to the bank's needs are filed. Old material is eliminated from this file regularly so that it will not become too bulky.

The associations in which the bank has membership prove very valuable to us, because information otherwise unobtainable can be secured. Some of these are foreign chambers of commerce in the United States; some are bank associations.

All lists coming to the library are carefully checked at once. These sources are rather numerous, such as monthly lists of government and state publications, P. S. King's lists, Department of Agriculture lists, Publisher's weekly, Library of Congress galley sheets in special sciences, and technology classes, publishers' and bookdealers' lists.

A library of this type cannot buy all material which would be useful—space is a factor which must be considered in a business library and only material which would have sufficient use to warrant its occupying valuable space must be purchased.

It is necessary to make a survey of other libraries in the neighborhood so that material which is readily available won't be duplicated. The Public Library is always a valuable aid, and special libraries cooperate.

The library buys reference books for the various departments of the bank and advises heads of departments of the appearance of new material of interest. The heads of departments advise the library when they need a certain type of material, and request the library to make a report on what is available. There must be a close relation between all departments and the library if the work of the library is to be successful.

Although certain small collections are established in some departments of the bank for quick reference, these collections are maintained and controlled by the library and each book is listed in the library catalog.

It may not be ideal for a librarian to be concerned with details of running the library, but I have found in my experience that it is absolutely necessary for the librarian

to be familiar with every detail. For instance, he may have a competent cataloger, but he must know just how her work stands, and discuss with her the various questions coming up, so that she will have the point-of-view necessary for assigning subject headings, etc. The person in charge of files may be competent, but the librarian must be closely in touch with her work, and be ready to assist her in carrying out her classification.

Some of the routine work in connection with order work and putting through of bills, has to be done by the librarian in a large concern, for there is certain approval necessary which the librarian himself must get.

However, a librarian who lets himself be swamped with detail, is going to lose the perspective necessary to carry his work to a successful finish. He needs time to contemplate what has been accomplished, and time to plan for the future. Conferences should be arranged with heads of departments so that he may receive suggestions. He should attend department meetings and lectures, for these will give him the scope of the work.

He should also carefully consider the work of his staff. In the National Bank of Commerce Library a record is kept of each reference question answered, showing by whom it was asked, for what purpose, how it was answered, how much time it took, and if not answered, why. The scanning of these sheets should indicate to the librarian whether or not his staff is doing efficient work, whether the questions have been fully answered, and enable him to make suggestions in case of failure, so as to insure better service in the future.

To safeguard the service to the bank, the librarian must arrange the work among his assistants so that whenever there is an absence, an alternate is provided to take charge of this work. It does not mean that there are extra people, but that two people are familiar with each branch of the work. For example, in the library of the National Bank of Commerce in New York, we have all the files of the Service Department, which are being organized into one classified decimal file. It is planned to have two

people familiar with this work, so that there will be no difficulty in case of absence.

It is the business of the librarian of a bank to keep the wheels of the library running smoothly, making constructive suggestions where needed, and to establish connections between the personnel of the bank and the library, so that the library service may attain the highest efficiency.

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#### MISS ELEANOR KERR

The relation between the Statistician and the Special Librarian is peculiarly close, inasmuch as practically all statistical material which the former uses is collected by the latter, and on the latter's care and ingenuity in obtaining, indexing, and cross-indexing the information, often depends the fullness of the Statistician's knowledge. Probably the part of the Special Library most valuable to the Statistician is the clipping file, as the ideal one contains up-to-date information and many reports not available to the general public.

The books of the Library are of course valuable and useful, but as a rule cannot be truly up-to-date and must be supplemented by other files, as they generally have to wait on revision, binding, etc.

Supplementing a clipping file, a most valuable source of information is a magazine index which makes available material in current periodicals.

The most important thing is that no information be lost and to that end simplicity in arrangement of the special library is important.

I have often been asked what plan should be followed in cataloging and indexing a Special Library. As my experience has been entirely with a financial library I can only answer as to what seems to be practicable for that purpose.

Imbrie & Co. maintains a rather extensive statistical department, in which is, of course, a library of books. The most used portion of our data, however, is the statistical files, which consist of information on several thousand different companies in the United States and Canada, and about one-half as many files on special subjects and foreign countries.

The corporation files are arranged on a

straight alphabetical plan, and in each file is put all information on the corporation. This we have arranged chronologically, as we have found that in only a very few instances the mass of this became so great on any one subject that it needs to be subdivided otherwise than by years.

These files usually consist of balance sheets and earnings statements, descriptions, circulars, annual reports and gossip clipped from publications, while in some cases there are also typewritten analyses of the company's condition, special reports prepared by the statistical department on the corporation, photographs and perhaps a typewritten description of some one's visit to the plant or railroad.

In the case of files on foreign countries, information of all kinds is contained in the files on a country which is sub-divided to place data in related groups.

Under "Brazil" for instance there would be several different folders made up as follows:

Brazil—Agriculture, Industry, Commerce and Trade.

Brazil—Banks.

Brazil—Companies.

Brazil—Finance, Laws and Taxes

Brazil—Miscellaneous.

Brazil—Railroads and Shipping.

Brazil—States.

Frequently, following the file labelled "States" will be individual files on each State, or on some of the States or Provinces of a country, depending on the amount of detailed information which we have on such subjects.

The above groupings have been found to concentrate fairly well the material which might go in either of several files, for instance,—"Finance, Laws and Taxes" are far more closely related in foreign countries than in this country, and as a rule any statistics on one are mixed with statistics of the other two. The same is true of "Agriculture, Industry, Commerce and Trade."

The Magazine Index which we have used successfully for several years is made up on this same principle.

In our Statistical Files any special subject, such as metals, cotton, sugar, railroads (as distinct from railroad corporations), are listed alphabetically, and general arti-

cles which do not belong under either a corporation or geographical heading are placed in them.

In this way a set of files has been assembled which contains a great deal of information, both general and particular, divided in such a way that practically no cross-indexing is required, and yet with all the information in the files, on any given subject, quickly available.

The books of the Library are cataloged along somewhat similar lines.

In collecting material, particular attention is given to obtaining articles dealing with as many points of view on each subject, as is possible, since judgment as well as statistics is usually required.

The Librarian can be a very important factor in statistical work. It has always seemed to me that the work of a good Librarian should tend to merge into that of a Statistician.

In Special Library work it seems to be peculiarly essential that the Librarian should have a good general knowledge of the business for which the Library is maintained, and of the general policies and methods of the organization as a whole.

A Special Librarian ought to be able to foresee and prepare for the demands which will be made for information along any lines in which the organization is likely to be interested, and for this reason must be in fairly close touch with the executives and heads of departments. A wide education and a good general knowledge of the subjects in which the organization is most interested is also absolutely essential in the judging of whether or not to add new books and to guide the discrimination necessary in making up the clippings files.

It has been my experience in dealing with other libraries, and especially with Special Libraries in Public Libraries, that as a rule the Librarian in charge does not have time to know what is in the books and periodicals handled. There are many reasons for this over which the individual Librarian has no control, one of the principal ones being the lack of funds to employ sufficient Librarians to give each time for the necessary research and study. Nevertheless, this condition is one of the most discouraging with which the

Statistician has to contend, as it means that the latter must analyze or at least glance through a large number of books, etc., most of which might be obviated by a little more information on the part of the Librarian.

Another, though minor point, is the necessity for a little knowledge on the part of the Librarian as to the reliability of the information contained in any given article. This reliability varies greatly, for unfortunately a large mass of data has been published which is not accurate, either through carelessness, from taking facts on hearsay, or through having stated only part of the truth.

The Special Librarian has a particularly great opportunity in modern business and other organizations, and when this opportunity is used with an appreciation of what it presents and of what it needs, the result is an intensely interesting business life, full of service and a great variety of interest.

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#### MISS ALMA C. MITCHELL

"You all know the familiar lines of Robert Burns' poem to a 'Field Mouse'—'The best laid plans of mice and men gang aft agley.' The same might well be applied to this paper. I fully intended to follow the outline laid out for these papers, but when it came to writing of the special library from the standpoint of a public utility, and especially of one which serves three companies, I found I would 'gang aft agley'. In order that you may know just what the Public Service Corporation or New Jersey is and what purpose it serves, I thought it best to give you a brief survey of its work.

The three companies of the Corporation consist of the Public Service Electric Company, the Public Service Gas Company, and the Public Service Railway Company. Each company is governed separately by a Vice-President and General Manager. The operations of the corporation as a whole now extend over nearly all of New Jersey.

The Public Service Electric Company has in all 18 generating stations and 71 substations. All the plants in the State are connected up with a skillfully arranged tie-in system. The effect of this system is to make it impossible for any community to suffer as the result of an accident to any

one station. In connection with the Electric Company is an electrical testing laboratory at which all electrical material is tested, including household appliances.

The gas properties are connected together with a system of mains and holders. As a result all the gas furnished by the corporation is furnished in economically operated and effectively located plants and distributed by them throughout the territory served. This connection of plants, as in the case of the Electric Company, makes it impossible for the service in any one community to be shut off by reason of accident in any plant, it being possible to fall back on all other plants, including those held in reserve, which can be put into operation at any time on one hour's notice. At present there are eight manufacturing plants and three which are held in reserve.

A Sales Department is also conducted by the Gas and Electric Companies with the main sales room at Newark, and branches in the various cities throughout the State. Here are sold gas and electric household appliances and lighting fixtures.

The Public Service electric railway system serves 115 municipalities in which are the homes of 4/5 of the population of the State. The system covers practically every large city excepting Trenton, and the latter is served in part. In 1918 the car mileage was 54,039,150 miles of tracks and the number of cars operated 1,941.

The main office of the Purchasing Agent is situated in Philadelphia with Assistant Purchasing agents in the Terminal Building at Newark. All material has to be ordered through this department.

The work of a public utility library can be best considered from three viewpoints, first from the officials, then from the department heads and lastly from the employees in general. Looking at it from the official's standpoint, we must take into consideration that their work is general, therefore the data in which they will be particularly interested and which the Librarian must keep constantly in mind in reviewing new books, periodicals, etc., will be along these lines. This the Public Service Library tries to do, and all material touching upon rate cases, franchises, depreciation and valuation of public utility property, municipal and pri-

vate ownership, etc., is immediately sent to the official interested. Then again a very special subject will come up in which every one is concerned. When this occurs the librarian gathers from every available source such data as is suitable.

On the other hand the department heads are interested in specific subjects which vary according to the department for which they are responsible. Take the Superintendent of Electric Distribution for example. He is naturally interested in transmission lines and everything pertaining to them. Therefore all new articles and books concerning them are sent him. As soon as a new pamphlet or trade paper is advertised dealing with his work it is secured and referred to him. In this way the inside office men are kept in touch with the work in the field. Here might also be mentioned the fact that the library is on the mailing list for announcements of all meetings such as those of superintendents, division agents, engineers, etc., as well as the company sections of the National Electric Light Association, the American Gas Association, and the American Electric Railway Association. In order that the librarian might also get a proper viewpoint the company section meetings have been attended. This has enabled the library to keep in direct touch with what the various groups are doing.

From the viewpoint of the employee in general the library must necessarily offer individual service in suggesting books or articles on certain subjects of interest to him. Reading lists pertaining to the affairs of his own particular department are compiled on request. Outlines of various articles in magazines, digests of books, trade pamphlets, etc., are sent out from time to time. Books not of a purely technical nature, on such subjects as business management, efficiency, industrial democracy and others are displayed conspicuously with such signs as "Have you read this?" Lately a fiction department has been inaugurated, through the assistance of the Newark Public Library, which has brought in a number of new employees, and strange as this may seem, it has developed a greater use of non-fiction. Those who have ventured across the threshold attracted by lighter reading, have dis-

covered other books along lines of interest to them.

It has been asked in closing to sum up an ideal organization and the facilities which enable the librarian to be the director of such a library. In the first place the librarian herself or someone on the staff should be a person especially trained in technical matters to take care of the compilation of lists, abstract articles and write book reviews, an assistant librarian, efficient and capable to take the place of the librarian in her absence and to supervise such minor details as filing index cards, orders, circulation, etc.; an expert cataloguer for the cataloging of all material, a stenographer and a clerk. The most important work of the librarian should be keeping in touch with the business of the organization which she serves, to be ready to serve official, department head or employe, at a moment's notice, and to advertise her wares.

It is not enough for a library to be merely in a state of readiness to serve, but even as the corporation goes after its business so must the library go after the individual and induce a wider use of its facilities.

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#### MISS I. MARIE RANDALL

The keynote of a manufacturing concern is the product. Around the product manufactured revolves all the complicated machinery of purchasing, production, and distribution. Whether the business be large or small, it is organized for the purpose of selling a particular article or articles and the various departments co-operate to this end. If I use the large manufacturing concern with rather complicated organization as an example it is because my experience has been with that type, and it is the larger houses who are at present installing business libraries.

The librarian and the library of a manufacturing house—I use that order purposely because we all know that it is the librarian who makes the library—occupy rather a distinctive position in the organization. The library serves all departments equally, it does not depend upon the work of other departments in order to carry its own work forward. The head of any other department is responsible for his particular sec-

tion; his knowledge of other portions of the business may be extensive or it may not as long as his own department functions properly. But the librarian must be equally familiar with all departments, with the process of manufacturing as a whole from the time the raw material enters the plant until the finished product leaves. Only by his knowledge of each department and its work will he be able to place at the disposal of each department the particular information needed. If you do not know what a man wants how can you give it to him? And the point is, you must usually know what he wants before he knows it himself.

But let us get back to the manufactured product. This product, for which all the complicated machinery of modern business has been evolved, must enter the field in competition with others of its kind. Any information which may help to give this particular article an advantage over its competitors is of vital importance. It may be a little device for cheapening production, a newly invented part which will simplify a machine, a suggested layout, to speed up the process of manufacture, a new use for a by-product, a chemical discovery which may save thousands of dollars all these things mean the difference between success and failure. Then, of course, there are the larger and constantly recurring problems of raw materials, new markets and new prices, and most important of all, the distributing of the finished product which brings into play all the forces of advertising and sales. It is the librarian in his business and I might say businesslike library who is most able to gather all this information necessary and pass it on to the person to whom it will be most useful.

The ideal librarian is adaptable. He fits himself and his library into the particular business of which he is a part, and he constantly strives to make himself more familiar with it and its peculiar problems so that he may more intelligently serve it. He can do this only through close relationship with other members of the corporation. It is manifestly impossible for the librarian to possess the selling knowledge that the head of the sales department possesses. If he did, he wouldn't be a librarian- he'd be a sales manager and earn a lot more money.

The friendly co-operation between departments and library with which it has been my good fortune to come in contact, is the means by which the librarian avails himself of the technical knowledge of others to supplement his own general but increasingly detailed knowledge of the business. This co-operation is brought about in various ways. In the big shoe company where I went to introduce library ideas and where business libraries were previously an unknown quantity, I found the office manager to whom I was directly responsible ready to help me work my way into the corporation. From him I learned who were the officers, what were the general policies of the company, and something of the methods of operation. Then he introduced me to the officers themselves and the heads of departments and left me to work out my own salvation with a free hand. I was established in the filing department because there I had the best opportunity to come in contact with the personnel of the company. It takes many months to get even a general idea of the business of a big corporation. Rome was not built in a day and neither was a world-famous shoe firm. It is a gradual building up, a reaching out here and an expanding there, and that is the way a business librarian must build his library. In the early stages of the game, I had to go to the company- they would not come to me. Why should they until they knew I could do something for them? So I had to show them I was not a mere frill who looked well on the company reports but someone who really might be of use occasionally. I talked with the purchasing agent and found out how he used his trade catalogs and then I arranged them to his advantage; I cornered the advertising manager and showed him a new journal which had some good advertising stuff in it; I even tackled the vice-president with some reports of a shoe fair in which I knew he was interested. And meanwhile I studied, studied the men, their work, their methods, the equipment they used, and I was just as tactful as I could be almost as tactful as I was taught in library school that I ought to be. So I tried to gain their confidence and show where and how I could serve them. And when they began to come to me with their requests

then I knew the battle was half won. I took trips through the factories and tried to become familiar with the machines. How could I pass on new ideas in the machinery world unless I knew in a general way what sort of machinery we used? I visited the storage houses where the raw material came in and I wandered through the shipping rooms and I've no doubt that I made myself a general nuisance. The chemistry laboratory was a hard nut to crack—I don't know much about chemistry. But I said to the chemical expert one day—"I'm going to send over some articles I saw on a certain method of testing leather. If they are anything you are interested in will you please let me know?" Well, he was and he did and the library gained another friend.

When we pass on to the big business library in a certain munitions plant where I came as assistant librarian, the procedure is somewhat different. There, the library was already established, it had gone through all the stages I have described above and there the company came to the library. They telephoned, they sent messengers, they came personally, so it was much easier to learn what each man was interested in and along what lines he was working by merely observing what were the things for which he asked. There too, the heads of departments formed a sort of book committee. The munitions business is highly technical and often only an expert can tell what materials is useful and what is not. So we sent along our new books and our new journals and the man most concerned sent back his opinion of them. In business libraries with which I am familiar books play a secondary part. They do not keep up with the rapid pace of a growing manufacturing concern. There are the standard reference works, of course, and the manuals of the business. But we want today's accomplishments and tomorrow's ideas and those we get from our trade journals and newspapers. They are our most important tools and we use them as extensively as possible. In the munitions library, the assistant librarian devoted practically all her time to the periodicals, marking and routing them to the proper person. In the new little library of the shoe company, they were an opening wedge. They were sure to be welcomed and it was no-

ticed and appreciated if they came promptly and in proper sequence. I looked through every one of them as they came in to be sure they were reaching, as nearly as I could tell, the person most interested. How would I have seen that report on leather testing which served me so well with our chemical man if I had not known my journals?

An efficient business librarian must be familiar with up-to-date library methods suitable for his library, he must organize a standardized workable system which will operate when he is gone. In any business there are clerks who can be trained to do the ordinary round of ordering, simple cataloguing, and filing, who can route magazines and charge out trade catalogues. The librarian should not be so hampered by the endless details of a busy library that he has no time to keep in touch with the stream of new material as it comes in. But he should, nevertheless, plan the system to its least detail, with a full understanding that unless every operation be accomplished with speed and accuracy, the total efficiency is reduced. This, however, is the ideal person. Too often we meet librarians who are not big enough to grasp the vision of the service the library should perform. They are slaves to system. Not all the cataloguing in the world can take the place of an alert librarian. Modern business moves rapidly, it is constantly advancing, and the library must be one jump ahead. Material passes so quickly out of date that it is better to record it briefly and send it along than to spend several days in preparing it according to perfect library school methods and have its usefulness disappear. Too many librarians of this sort are not willing to go out into the various departments and learn for themselves how the business is conducted. They entrench themselves behind their desks and wait for the business to come to them—and wonder why it doesn't come. So in the business libraries, it is most often the case against the individual librarian rather than against librarians as a class. Sometimes, on the other hand, the librarian in charge is a person who has grown up with the business but who has had no library training. Usually he evolves a system that will work as long as he runs it himself. But it will

be so personal that when he is gone there will be no one who can carry it forward. His knowledge of the business may far exceed that of a trained librarian, but if he cannot make his knowledge available to others of what use is it to the concern? A certain amount of library training is to my mind, essential for a business librarian. He must know how to use the tools of his trade or else much of the value of the library is lost. The real librarian gets the information. Let him know how to put it to work.

After all, the business library is a selling proposition. As the office manager of the big shoe corporation said to me when I came to discuss the organizing of a business library with him—"You've sold your idea to me. Now you've got to sell it to the rest of the company." To sell your goods and to keep up—that is a slogan for the business librarian. And what is half so fascinating as keeping up with Big Business!

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#### MISS ALTA B. CLAFLIN

The library of the Federal Reserve Bank of Cleveland is at this time especially interested in the subject of financial indexes (or rather, the lack of them). We find it necessary to subscribe to almost all the financial periodicals of any importance, and, of course, to be made useful for current or future reference, these must be read, indexed for articles of special interest, and brought to the attention of the various persons who wish to receive material relative to their own line of work.

When we started our own periodical index, we expected to depend to a considerable extent upon business indexes already established, such as "The Business Digest," "The Business Data Weekly," "Public Affairs Information Service," and the reference lists in the "Standard Daily Trade Service," and the "American Economic Review." We found, however, that the subject of banking and finance was such a small part of the field covered by any of these services that it would be necessary to enlarge our own indexing very greatly in order to cover many worthwhile periodicals which would otherwise be entirely overlooked.

This led to our issuing, about six months ago, a semi-monthly "Service Bulletin," for the benefit of our 830 or more member banks,

listing leading articles which might be of interest to the bankers in this district, from all the current periodicals to which we have access. It has recently been deemed advisable to engage a well-trained assistant to develop this special service to our member banks.

If we have felt the lack of general financial indexes, still more have we felt the want of volume indexes for the back files of the periodicals themselves. For instance, we subscribe to two excellent weeklies of local interest—"Finance and Industry," of Cleveland, and "Money and Commerce," of Pittsburgh, which issue no volume indexes, nor even tables of contents, yet are full of items of local historical value which perhaps could not be obtained from any other source. Other periodicals covering a wider field show the same lack, even including the New York Times "Annalist," with its excellent economic articles which would certainly have value for reference beyond the present moment. There is no doubt, however, that the publishers, when they realize the value placed upon the back files of their periodicals, will more generally consider it worth while to compile indexes for their volumes.

When it comes to the question of acquiring new book and pamphlet material, our vigilance must cover all sources, searching through a mass of irrelevant material in order not to miss a note or review of any publication which we ought to have for our files.

We would be more than ready to join in any scheme of cooperation which would bring about some degree of economy of time in our search for new book and pamphlet material. An inter-library bulletin for this purpose seems to me a very possible project.

As to a cooperative index for financial periodicals, the possibility of such an undertaking would perhaps require more consideration. We would welcome any suggestions along that line, taking into consideration the indexing we ourselves are already doing.

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#### MISS FLORENCE FOWLER

The consensus of opinion among men holding responsible positions in altogether different branches of the automobile business is that there are fewer deficiencies in technical literature from the standpoint of



the automobile than perhaps any other real live industry. Men who are familiar with the literature of many lines do not hesitate to credit the automobile publishers as being most alive to the demands of the industry which they represent.

We might give the following descriptions of five of the leading magazines and the majority of readers would recognize and be able to give the name of each:

One is the gossip sheet of the industry publishing the latest information regarding changes in personnel of various manufacturers and announcements of new plans relating to buildings and new models.

Another is a dealers' publication and contains material intended to be of assistance to the dealer, both in marketing his goods and in giving service; also contains articles on salesmanship, advertising, shop practices, service methods, etc.

A third, also a dealers' publication, but deals more particularly with shop and service than with the advertising and selling end.

A fourth gives engineering and technical information; publishes detailed reports of the technical features of new designs as fast as they come out and gives details of shop practice and manufacturing methods; is now branching out and running a series of articles on cooperative or welfare methods.

A fifth is a car owner's magazine in every sense of the word.

One professional society, which has done much towards standardizing the different parts of the car as well as terminology, edits a journal which deals very specifically with the engineering design and manufacturing practice. This journal contains information so highly technical that it would not be understood by any one outside the engineering, service and manufacturing departments, probably going over the heads of the average dealer and sales executive, as well as over that of the owner. It digests and condenses all technical literature and knowledge.

On account of the variety of subjects handled and the really vast scope of auto-

mobile literature, it is almost impossible for any one magazine to cover the entire field in a comprehensive manner. Right here appears the greatest need of help from some outside organization, The Special Libraries Association or some other society. A department is needed which shall classify and arrange alphabetically the subjects of different articles as they are published in about six of the leading automobile publications; which department shall keep statistics in a systematic way and publish periodically an index to this information. In order that such an index may be of the greatest value, copies of each issue of these particular magazines should be kept on file. Few publishers keep back copies for any length of time, at least copies with which they are willing to part. Manufacturers do not seem to have the facilities for keeping old issues for more than a few months, yet there are often calls for information given in some publication of a date from six months to a year back. If a department, as mentioned above, could be able to furnish type written copies of articles and tables as requested, the same end would be accomplished.

Mention should be made of the really very fine index which appeared in the January 3d issue of the Automobile Topics. It is printed as "The History of 1919, Told in Headlines," and gives the headline of every article printed in the forty-eight issues of that magazine.

Another lack in the automobile publications is a strictly law section. Different states are making laws for the protection of life and also property. New Jersey, for example, in an effort to prevent the theft of so many cars, has passed a law which makes it necessary that a bill of sale be furnished with every automobile sold. Michigan and other states have similar laws. The attorney of a large automobile corporation suggests that some publication publish a law section which shall give briefly the laws, which pertain in any way to the automobile industry, as soon as they are enacted.

Too much care cannot be given to the indexes of all publications. They are a great time saver to the busy office man. An advertisers' index should appear in every issue and in the same place in all magazines.

A prosperous man is generally a neatly

dressed person. Large automobile concerns vie with each other in putting out classy catalogs, both in quality of paper and artistic arrangement of contents. All literature pertaining to this industry should reach the reader in an attractive garb.

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MR. CLARENCE B. LESTER

I have been asked to make some brief comment from the viewpoint of the legislative reference library as to the possible improvement of certain sources of information. These few remarks merely touch upon one phase of the subject, as a contribution to the general discussion. While offered from the standpoint of legislative work it is of course understood that similar suggestions may be developed in other special fields. Such needs and such ways of meeting them are not peculiar to this class of special libraries alone. But such a symposium of suggestion of desirable improvements and advantageous effort may result in a cumulation of constructive suggestion back of certain definite proposals which will bring these different lines of endeavor to a focus and produce a single plan of decided mutual advantage.

The legislative reference library, in the period between regular sessions of the state legislature, must put a great deal of time into research work. Much widely scattered information must be collected and digested and put in form for ready reference when the rush of the session work is on. Problems which have not already been adequately treated in print must be made subjects of original research and the results put in readily usable form.

Many such problems, of course, are more or less peculiar to individual states or small groups of neighboring states. Such problems must be worked out where the need exists—must have the direct attention of the department in the state interested. But other questions, at least in their broader aspects, will come up for attention in a large number of states. Some we know will demand legislative consideration in almost every state legislature meeting in a given year. The soldiers' bonus legislation of the past year is perhaps a good illustration.

Now in the case of such a question it

seems fairly obvious that much time could be saved in the aggregate if the department in the state of X..... could know that the department in the state of Y... .. was already at work upon some phase of this question and that the results of its research would be available for use when needed.

If the S. L. A. whether through "Special Libraries" or otherwise could make itself a clearing house of such information it would be furnishing a service which is not now otherwise supplied. Some suggestions along this line have been made in the past especially I think by Miss Anding of the South Dakota department but for some reason little of practical value has come from them. Perhaps the time is now ripe for their consideration anew. Such a service would be akin to the listing of subjects of doctorate theses which are being worked upon by candidates in various universities.

Of course the listing of a subject for research by a given department would involve the acceptance of some definite responsibility by that department. Workers in other states should feel confident that such a proposed piece of work would be completed and that they could depend upon having access to the results. But the spirit of co-operation and ready service is already so strong among the legislative reference libraries that I believe this responsibility would be accepted. It seems to me that the most definite requirement for success in such an undertaking is the restriction of any listing to a few subjects announced or offered by the several state departments. Any plan which involved more than that would at once bring up serious difficulties. Each state department knows well in advance many problems upon which work must be done for the legislature of that state. A pooling of such requirements for the collection and preparation of reference information would furnish a basis for a division of labor which would increase the efficiency of all. Correspondence would soon result in the reduction of duplication of effort, and each state department could put added time into work especially needed for its own peculiar problems.

This leads to a further suggestion of possible co-operative effort. For advanced students in political science and economics

seminar studies and thesis research are vitalized and given added interest and greater educational value if applied to subjects of direct and immediate practical use in the life of the state. Faculty members in these departments have usually been glad to receive such suggestions and to co-operate in studies looking toward a solution of such problems. The results, tested in the give-and-take of round table discussion, can then be put in shape and furnish a basis of collected fact information available for legislative consideration. Upon such a foundation of accumulated fact material the legislature can build its structure of constructive statute law.

Can the S. L. A. then aid in bringing to the attention of the faculties of political science and economics some of these problems wherein the legislative librarian feels keenly the need of collected and organized fact information. If this can be done and if advanced special students can aid in this work there is a decided contribution to the fund of information needed in the consideration of such problems. For practical purposes there are of course some difficulties to overcome. The element of time is one. The collection and organization of fact information must be kept separate from the suggestion of solution. The former is usually welcome; the latter may often be of little value because not based upon sufficient practical knowledge on the part of the student. But so far as the work is of constructive assistance it should be made available.

Indeed why cannot this suggestion be extended to the technical and specialized periodical press. Such topics are certainly of definite news value in the practical field. Every constructive contribution whether from student or trained special writer is of definite affirmative value as an addition to the bibliography of these live subjects.

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MR. WM. D. SHOEMAKER

A special patent library comprehends in its constitution United States patents, foreign patents, trade catalogs, trade magazines and technical literature relating to some special industrial art, all of which have been carefully indexed upon a common basis;

it supplies a growing need of the manufacturer, inventor or engineer in its particular line; yet its necessity has been recognized only within the last decade or two. It is the purpose of this paper to point out the reasons for its existence.

The main patent library of the world is the United States Patent Office, whose records comprise more than a million and a quarter United States patents subdivided into approximately three hundred classes and more than ten thousand sub-classes of inventions. It also contains about three-quarters of a million printed patents granted by ten or more foreign countries. Domestic and foreign trade periodicals, text books and trade catalogues may be found there. Primarily this vast assemblage of technical literature is designed to aid the Commissioner of Patents in the determination of the question of invention as it is submitted to him each year in the form of some seventy-five thousand applications for patents. The requirements of the Commissioner of Patents, however, are different from those of the manufacturers, engineers or inventors in some special line. For this reason the subdivisions and segregations of material in the Patent Office are not always particularly suited to the needs of those who demand a special patent library. To illustrate specifically, there is a special patent library devoted to the automobile industry; in the Patent Office the patents relating to this industry are scattered throughout hundreds of different subclasses according to the Patent Office classification. To form this special automobile patent library required a force of six or eight technical men, for more than six months, perusing and examining every one of the million and a quarter of United States patents, in merely selecting the material from this one field. In this same library, unprinted foreign patents are to be found, together with technical books, trade magazines and catalogues, all minutely indexed for ready reference. Nothing in the United States Patent Office can serve the same purpose to the automobile interests of the country. But in order to have an efficient patent library, it is not necessary to go to the extreme lengths to which his particular industry has gone. More than fifty corporations now have made beginnings in this di-

rection, a number of them having very complete patent libraries.

What is the utility of such a library? Before a wise engineer-inventor starts upon the development of something industrially new, he will have a search made to determine what has heretofore been done in that particular line; before he files his applications for patents, he will have preliminary searches made to determine the probability of the granting of the patents; and before he brings suit upon his patent, he will have a search made to determine its probable validity and his consequent chances of success in legal battle. Before a wise manufacturer agrees to pay royalties under a license for the making of a patented product, he will have a search made to ascertain whether he would be paying money out unnecessarily or whether the patents would be in a position to protect him against unlicensed manufacturers; before he buys a patent, he will have a search made to determine whether he is purchasing anything of value, and before he starts to manufacture something industrially new, he will have a search made through existing patents to determine whether he would infringe upon the rights of other patentees. Before a patent is issued by the Patent Office, a search is made through the records available to ascertain the novelty of the invention and to determine the extent of the right of the applicant to a patent; upon the amendment of the application, the search is often repeated or continued into new fields; and at the time of allowance of the application, a search is made to ascertain if there is a conflict of claim with other inventors have pending applications.

In short, from the very conception of an idea of means to accomplish a result to the end of the term of the patent therefor, searches may be made thereon. Nor are these searches always made by one individual or limited to the readily available subject matter; dependent upon the financial interest at stake, two and often more technically trained men are making the same search conjointly or independently and occasionally at different libraries, while in some cases, searches are extended into all the available literature, into unpublished patents, into model museums, often consum-

ing weeks and months. An idea of the number of these searches may be obtained from the number of the legal contests based upon patents, which require the services of several thousands of attorneys continuously and consume a large portion of the time of the Federal Courts of this country. Nor is this surprising when it is recalled that there are today in force something more than five hundred thousand United States patents, and that the weekly issue thereof averages more than six hundred.

Verily the search is the nemesis of the United States patent.

It is interesting to know why these searches must be made. To insure validity in a patent, the applicant must have been, legally speaking, the first inventor, and therefore it must not have been known to the public of the United States prior to his invention or discovery thereof. It must not have been published in a printed publication anywhere or patented in this or any foreign country before his invention or discovery thereof. It must not have been published or patented anywhere for more than two years prior to the filing of the application therefor. It must not have been patented by the inventor or his representatives abroad upon an application filed more than twelve months prior to the filing of his application in this country. And it must not have been in public use or on sale in this country for more than two years prior to the filing of the application.

To determine whether these requirements of law have been complied with it is necessary to develop as accurately as possible the true state of facts surrounding each invention, and this can only be done by the making of a search through the prior patents and other literature of the art. Therefore a search is a necessary preliminary to the solicitor's advice to file an application for patent, to the examiner's determination of the inventor's right, to the rendition of an opinion as to infringement or validity, and to the preparation of a bill of complaint or of an answer thereto.

But the requirements of the exhaustive patent search are somewhat special, and oftentimes apparently the very opposite of the demands of those who use the ordinary reference library. The patent examiner will

find his complete anticipation in the literature and publications antedating the application for patent by more than two years; the validity searcher must likewise antedate the filing date of the application for the patent, so that in many cases the field of search would be the literature of fifteen years ago, literature which many libraries would consider so out-of-date that labor for its adequate arrangement could not be spared. The infringement search would of course be limited to United States patents granted during the past seventeen years. Searches for instances of public use or sale would extend into trade papers, catalogues and circulars, probably long since out-of-date and perhaps the possessions of the junk man; it may be however, that in some United States consular offices in foreign lands might be found collections of catalogues of American manufacturers to form the basis of a good patent library for investigations as to public use.

There are a relatively few highly specialized patent libraries maintained by large manufacturing corporations, and in these the demands of patent searches are being studied and met. Gradually manufacturers and public and private laboratories are recognizing the need of special patent libraries, and public libraries are recognizing the need for patent sections and assistants qualified to direct inquirers to the fields of search in patent matters.

At the Patent Office is maintained in accessible manner collections of United States patents, and a fairly complete set of the printed patents of foreign countries. The facilities for searching the other literature of an art are exceedingly meager; the following characterization of them by a librarian of rather wide experience is not believed overdrawn:

"Within two or three years I have had occasion to make an extensive search through the United States Patent Office Library. I think I never saw such a pitiful, weak and helpless accumulation of information in the hands of any Government agency. I could hardly believe my eyes when I looked at the general catalog, that in these progressive days the United States Government Patent Office should be so handicapped as to be working without things that

any business organization of up-to-dateness would immediately install at whatever cost was necessary."

The modest recommendations of the Patent Office administrations for the improvement of these facilities and the continual failure of Congress to even meet these recommendations constitute convincing evidence that no adequate improvement can be expected in this respect. The prospect is that the bulk of patent searches into the literature of an art will be made in private libraries specially organized for this purpose or in the reference libraries of the country.

The necessity for and the requirements of patent libraries have been outlined; it has also been made clear that a demand for them already exists and that such demand will continue to increase. Publishers and professional societies could well co-operate with the Special Libraries Association and the Patent Office Society in studying the problem, and particularly in demanding from Congress more liberal appropriations for the very obvious needs of the Patent Office, in promoting the establishing of "Trade Catalog" libraries at the Patent Office and in the patent sections of our large libraries throughout the country, and in maintaining at the Patent Office and elsewhere complete indexes of books and technical literature.

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#### MISS GRACE A. ENGLAND

"Enlightened public service"—on every hand we meet this demand, and if we are alert, we recognize it as a promising sign of rapidly growing interest in public affairs. The romantic, almost overnight growth of our cities, and the consequent but unforeseen problems, bore their natural fruit in a period of faulty and oftentimes extravagant government, from which fortunately, we have begun to emerge. We are discovering that old ways will no longer suffice, and that scientific methods in government are just as necessary as in industry. And we are forced to the conclusion that if the modern city is to live up to its responsibilities and possibilities, it will demand as a fundamental requisite a body of citizens who are thoroughly informed and actively interested. The experience of the past few years have shown us conclusively that training for

citizenship is as necessary and important as is training for any business, profession or trade. The obligation to serve the community rests upon each and all alike and the hope of a community for better conduct of its affairs depends in the final analysis upon an educated and alert citizenry.

That a large share of the responsibility for providing education in citizenship rests upon the library is a proposition freely admitted and unlikely to call forth argument. The library which is not in the front lines, combating apathy on the one hand and hysteria on the other, stimulating and fostering wholesome interest in public affairs, is losing a most worthy opportunity to be of genuine service to the community.

The service demanded in this field is threefold. The public schools have a right to expect the library to supply the supplemental material which will enable its students to understand the functions of government, to see the needs of the community and to measure its short-comings. The citizen has a right to expect the library to supply him with full, candid, authoritative information upon civic affairs in general and those of his own city in particular. And the city official has a right to expect the library to secure for him accurate data which will enable him to act with wisdom and sound knowledge upon the problems in hand.

Assuming for the purpose of discussion that these demands, the latter especially, require for their fulfilment a special library, I invite your attention to certain disadvantages which, in my opinion, operate against a city which has no municipal reference library. Also let me say, in passing, that these are purely my own personal conclusions, gained from reading and observation, and that no authority beyond that limit is claimed.

As an aid to understanding the problem, a statement of functions may be helpful. The municipal reference library may be described as an organization, frequently a branch of the public library, for the purpose of studying the needs of a city, gathering facts on problems which may be, for its community, immediate or remote, watching new legislation, collecting and distributing city documents and reports, supplying accurate, disinterested, non-partisan data on both sides

of questions—in short, it is an agency through which the city government may become more business-like and efficient.

When no such clearing house of information exists, it is easy to see that waste of time and money may readily follow. Lacking knowledge of the experiences of other cities which have faced problems similar to its own, the city must spend much time and frequently large sums of money in experiments to discover the practicability of proposed schemes. The use of electricity for heating, the value of ozone as a sterilizer—these are typical of two occasions when the material furnished by one municipal reference library was sufficient to make unnecessary some quite costly experiments which were projected. And similar instances of saving of both money and time for the city through the use of reports embodying the results of the work of others, occur too frequently and are too well known to require further citation here.

There is, too, another phase to be considered in discussing waste of money, and it is concerned with the familiar attempts of individuals to turn governmental activities into channels of private gain. I do not refer to so-called graft on the part of officials, but to the efforts of private citizens and corporations to get rich quickly by "working" the public—seeking contracts, legislation, franchises, which will react enormously to their own financial gain, but the fitness or unfitness of which is often a matter of much doubt and uncertainty. While a research library which can be called upon to study and report upon such measures, uncovering their jokers and trick clauses, is not the ideal remedy because it cannot remove the cause of the evil—namely, greed; it does, however, offer to city officers and to the citizenry in general immeasurable aid in securing more economical, honest and efficient administration of public affairs.

Most municipal reference libraries function, too, as clearing-houses for documents, maintaining a reasonably complete file of those issued by its own city, and securing by exchange and other methods, a selection from those issued by others. But when there is no library in the city hall, it is frequently a very difficult matter for the public library, which by reason of relatively distant

location, is not likely to be in intimate, daily touch with the issuing offices, to obtain anything like a complete file of the city's publications, to say nothing of securing enough for exchange purposes. The importance of preserving a reasonably complete collection of local documents has been demonstrated only too clearly in recent years by the difficulties encountered by research workers in examining source material. The public libraries have of late years been diligent in performing this duty, but, as previously stated, they are not often in a position to know just what material has been issued and when it is ready for distribution. Few, if any, cities without municipal reference libraries issue check lists and in spite of existing ordinances requiring the deposit of a certain number of copies of each publication, weeks and sometimes months elapse before they reach the library, while occasionally the institution is embarrassed by being forced to admit that an item published some years back has never been received at all. Of course, in such situations one loses no time in repairing the gap, but the fact remains that were there a central receiving and distributing agency, the foregoing difficulties could be obviated. It would also facilitate the development, by exchange with cooperating libraries or otherwise, of a collection of documents of distant cities—a most necessary and fundamental source of comparative information.

But there is another service which to me seems of primary importance, and that is the personal service rendered the officials of the city. The municipal reference library is in frequent, if not daily, touch with them, can learn to know them, and can keep them in touch with the latest data on problems in which they are interested or in which, because of committee assignments or other reasons they ought to be interested. Constant stimulation of this sort cannot but have its result in fostering or awakening interest on the part of each person to whom this service is given. \*The Honorable James Bryce is authority for the statement that one of the three chief causes of the defective discharge of public duty is indolence, toward which the neglect on the part of the average

man to study and reflect upon public questions is an important contributing factor. "What means," he says, "have they of studying public questions and reaching just conclusions? If the means are wanting, can we blame them if they do not think?" But in this day when government has become so complex a business and sociological problem, the citizen who assumes public responsibility must think intelligently, and the means must be provided.

It seems to be generally conceded that the majority of governing bodies are well-intentioned and anxious to serve the community to the best of their ability, and that their mistakes are due to lack of authoritative information. Most men elected to public office find their days fully occupied, and had they the ability and the necessary knowledge of source materials, they would not have the time to make collections of data on the numerous propositions before them. This is the function of a municipal reference library—to anticipate the problems likely to come to its city, and to be prepared beforehand with expert information which can be ready to be used on very short notice. We are prone to think our perplexities peculiar to ourselves, and fail to realize that many times, some community has fought over the same ground before us. The following statement from a recent \* library report sums up this argument conclusively: "If its problems are to be well-solved, if the city is to be benefited by the successful achievements of other cities, and profit by their failures, city officials must have access to all available information and data to be had upon these subjects."

The foregoing, then, are some of the handicaps under which, it seems to me, the city which has no municipal reference library must suffer. But it may be that it is not practicable to establish a special library, or it may happen as in Detroit, that the need for a separate institution of this character does not seem acute, because much of the work for city officials is handled by a semi-public bureau of research together with the municipal laboratory of the near-by state university and the public library. Of course, it must be admitted that the work probably

\* Bryce, James. *The hindrances to good citizenship*. 1910

\* Chicago. *Municipal Reference Library. Partial summary*. 1918

is not as economically done as might be if one agency were responsible for all of it, and it is equally true that certain features as outlined above are lacking in entirety.

But even though the work with city officials is taken care of to a large degree, yet we find, and I believe it to be true of almost every city, that there is genuine need for a specialized civics library, existing preferably as a part of the public library, or failing that, as a part of some progressive non-partisan civic organization. In his lecture on Indolence as a hindrance to good citizenship, Mr. Bryce makes the statement that "the citizen owes it to the community to inform himself about the questions submitted for his decision and weigh the arguments on each side." If we accept this for the challenge that it is, then we must accept as a natural conclusion, the statement that the community owes the citizen the means and the opportunity for gaining the necessary knowledge.

Such an institution would serve several purposes. It will co-operate with the teachers of civics in the public schools, helping whenever possible to work out with them new courses or new features of old courses. It will make it a point to have on file the latest in the way of teaching material—text-books, outlines of courses, suggestive reading. It will supply pupils with materials supplementing their text-books, teach them how to use documents and reports intelligently, and instill into their minds some conceptions of their future responsibilities as citizens. It will serve as a clearing-house of information on public affairs for the adult citizen, and for civic organizations. Here they will be able to get accurate, comparative data on the problems of the city, enabling them better to understand and judge the needs of the community, the merits of opposing factions, and the difficulties confronting the city officials. Such a library will regard as an important phase of its work the service it can render the foreigner, helping him not only to get his papers, but providing him with well-chosen books which will make clear to him the fundamental ideals of the nation. Functioning as a source of reliable, up-to-date information on public affairs, helping in every way to promote good citizenship and elevate the standard of

public life in the community, such a library would have before it a wide field for service, and opportunities for great and increasing usefulness.

## BY-LAWS

### *Tentative Draft*

#### ARTICLE I.

##### Election of Officers.

Officers shall be elected by ballot from candidates proposed by the Nominating Committee at the annual meeting. A majority of the votes cast by those present shall be necessary to elect.

#### ARTICLE II.

##### Duties of Officers.

Section 1. The Executive Board shall control the policies of the Association between conventions. It shall direct the investment and care of the funds of the Association and shall make appropriations for specific purposes. Meetings of the Board shall be called by the President at any time, through notices mailed by the Secretary-Treasurer.

Sec. 2. The Advisory Council shall act as a consulting body responsible to the President. Its membership shall comprise two members of each representative type of library elected from their own group at the annual meeting.

Sec. 3. The President shall have general supervision of the affairs of the Association. He shall preside at all the meetings of the Association, and of the Executive Board at which he may be present, and shall present at the annual meeting a report of the work of the Association during the preceding year. He shall appoint all standing committees and special committees and be a member, ex-officio, of all committees. He shall call meetings of the Executive Board and he shall have authority to call special meetings. He shall approve all bills before payment by the Secretary-Treasurer.

Sec. 4. In the absence of the President, the First Vice-President shall perform the duties of the office.

Sec. 5. The Secretary-Treasurer shall combine the duties of the office of corresponding and recording secretary and of treasurer. He



shall attend all meetings of the Association and of the Executive Board and record the proceedings thereof. He shall collect all dues from members and subscribers and deposit all moneys belonging to the Association. He shall pay all bills subject to the approval of the President. He shall be in responsible charge of all the property of the Association, including the stock on hand of "Special Libraries." He shall handle subscriptions to Special Libraries and furnish mailing lists for the same to the Editor. He shall send notices of meetings of the Executive Board to each member thereof and shall mail minutes of meetings to each. He shall be responsible for all committees presenting their reports at the time called.

Sec. 6. The Editor of Special Libraries shall be appointed by the Executive Board. He shall be responsible for reading matter and editorials only in the magazine; advertising responsibility does not rest with him unless authorized by the Executive Board. He shall be responsible for publication.

Sec. 7. The Advertising Manager shall be appointed by the Executive Board. He shall have control of advertising space and shall be considered in all Association campaigns. He shall have power to make contracts with advertisers at the rates established by the Executive Board.

#### ARTICLE III.

##### Payment of Dues.

The annual dues are payable in advance to the Secretary-Treasurer, at the annual meeting, or upon receipt of bill dated either January or June.

#### ARTICLE IV.

##### Meetings.

The annual meeting of the Association shall be held not later than July 1st, the time and place being fixed by the Executive Board. A report of the proceedings of the Association for the past fiscal year shall be presented by the President, and a report of the financial status of the Association by the Secretary-Treasurer. These reports shall be filed with the record of the Association and an abstract thereof entered in the minutes of the annual meeting. The reports of all officers and of the standing committees shall be presented at the annual meeting and the candidates for office proposed by the Nomi-

nating Committee voted upon. Notice of the annual meeting shall be published in Special Libraries at least one month prior to the meeting.

#### ARTICLE V.

##### Committees.

The standing committees shall be appointed by the President. Each standing committee shall consist of a chairman with power to enlarge. The terms of the members of all standing and special committees shall terminate at the close of the administrative year or as soon thereafter as their successors are appointed. The standing committees shall include the following:

Section 1. The Membership Committee shall conduct propaganda for increasing the membership of the Association.

Sec. 2. The Survey Committee shall make an investigation of existing special libraries.

Sec. 3. The Employment Committee shall constitute an employment bureau for the members of the Association.

Sec. 4. The Publicity Committee shall be in charge of publicity when required for increasing the number of members, subscriptions, or for raising money for carrying on the work of the Association and, in general, shall advertise the special library field.

Sec. 5. The Relations with Publications Committee shall co-operate with existing publishers of book and periodicals serving library purposes.

Sec. 6. The Convention Program Committee shall arrange the program for the annual meeting of the Association.

Sec. 7. The Methods Committee shall collect and impart information concerning methods in use in special libraries.

Sec. 8. The Nominating Committee shall present to the Association at the annual meeting names of candidates to be voted upon.

#### ARTICLE VI.

##### Publications.

The official publication of the Association shall be called Special Libraries, to be published monthly except July and August under the supervision of the Editor. The Secretary-Treasurer is authorized to receive annual subscriptions at the rate of \$4.00 per year, including membership in the Association for

United States, Canada and Mexico; foreign rate, \$4.50 per year, including membership.

#### ARTICLE VII.

##### Amendments.

Those by-laws may be amended by a vote of not less than a majority of the Executive Board provided that the text of a proposed amendment shall be furnished to each member of the Board at least two weeks before the meeting at which a vote on the same will be taken.

### Special Libraries of Los Angeles

By Elsie L. Baechtold

*(Concluded from the February issue.)*

The Southern California Edison Company Library is attractive in its new quarters in the Edison Building, and with its light walls, comfortable chairs and pleasant reading porch makes a delightful spot for the members of the company to work or spend a short period of recreation.

The collection of books is eleven hundred in number, with about eight hundred government pamphlets and miscellaneous publications. A deposit of one hundred volumes is received from the Public Library; these consist mainly of fiction and travel and special requests. The company collection covers many subjects, as this company furnishes the electricity to all of Southern California and its needs are many. Such subjects as electricity, civil and mechanical engineering, mathematics, chemistry, physics, hydraulics, irrigation, refrigeration, general and personal efficiency, business, finance, public utilities, reports of societies are well represented. About forty periodicals are received and bound.

Instead of routing new magazines as do so many special libraries, Miss Paseo, the librarian, has a simple system which proves very satisfactory in this company, namely, when the new magazine has been carefully read for possible articles of interest to the various members of the company, a slip is clipped on the front cover and on this is placed the name of the person to which it is to be delivered, the pages of interest are noted, the date loaned, date due, and the inscription, "Please return to the library." There is space for suggestions of the names

of others in the plant who should have their attention called to various articles found by the reader.

Southern California Edison Company

DELIVER TO.....

SEE PAGE.....

DATE SENT.....

DATE DUE.....

Unbound magazines may be kept one week, unless otherwise indicated; bound magazines and books, two weeks. Please do not interloan without notifying the librarian.

SEE REVERSE SIDE

The rules of the library are very simple and elastic. All employees are free to use the books and borrow as many as he wishes. The telephone and mail service is in frequent use and men outside the city have double time privileges for keeping the books. Charging cards are filed at the librarian's desk by title; a personal card file on which are recorded the volumes which a reader has, when they were borrowed and when returned, what the readers' special interests are, etc.

Among the special features of the institution may be noted the regular clipping of newspapers, items pertaining to the company and to competing companies, general electrical and financial news, special weather news having a bearing on the operation of the system, etc., are cut out, marked with a label and routed by the advertising agent. When they are returned they are filed in the publicity department.

Work with members of the various clubs in their preparation of papers to present at meetings; exhaustive researches for special reports; bibliographies; the housing of music used by the Edison band; copying of articles to be sent out to stations; advertising the library through the house organ, by means of posters and letter and in every way possible to acquaint the employees in

all branches of the company with the facilities of the library, sending deposits of material to the construction camps, power houses, district offices, etc., all of these indicate the activities of this very much alive special library.

A number of banks, practically all of the department stores of first rank and some of the public utilities have small libraries of their own with good deposit collections from the Public Library. These are but the beginnings of this great phase of library work in our Southwest, but the foundation has been laid and the growth of the future will be steadier and more rapid than it has been in the past.

#### A. L. A. and S. L. A. Reach Agreement

At the meeting of the Committee on Enlarged Program in New York on Feb 14, 1920, a conclusion of great significance to special librarians was reached. Upon motion of the representative of the Special Libraries Association, seconded by Carl H. Milam, Director of Enlarged Program, the following motion was passed with not a single member of the Committee dissenting.

**VOTED:** That with the approval of the Executive Board of the American Library Association and the Executive Board of the Special Libraries Association, all work under the Enlarged Program that concerns business and industrial libraries be done only on the advice and approval of a Committee of Seven, three of whom shall be appointed by the Executive Board of the A. L. A. and three by the Executive Board of the S. L. A., these six to choose one additional person who shall be or become a member of both associations.

The Executive Board of the Special Libraries Association has already approved this decision; the Executive Board of the A. L. A. has also taken similar action.

That a closer and more effective relationship between A. L. A. and S. L. A. will result from this decision is clearly to be expected. The Enlarged Program has, indeed, much in it that commends itself to support. That librarians as well as the country stand to gain from it is beyond doubt. But beyond this, the thought that two organ-

izations in library leadership have in spite of long-standing differences been able to come to agreement, is not only good news but bodes well for the future.

J. H. FRIEDEL.

The following persons have been named by the President of the S. L. A. chairman of the committees designed below:

Methods: Mary B. Day.

Employment: Helen Norris

Membership (Not yet filled.)

Relations with other Publications: (Unfilled)

Convention Arrangements: K. C. Walker

Publicity: R. L. Power.

Nominations: D. N. Handy

In response to requests for information on tax rates and taxable values in Texas cities, the Bureau of Government Research of the University of Texas has compiled the tax rates and taxable values in about 150 of the principal cities of the State. This information has been summarized and shows the amount of property, real and personal assessed for taxation in each city; the per cent of actual value assessed on; the amount estimated to be delinquent, the total tax rate for all purposes and the distribution of this rate to the different city departments: schools, interest and sinking fund streets, library, general fund, etc. There is included a statement of the constitutional provisions on taxation, together with two proposed amendments to the constitution relating to taxation to be voted upon by the people of Texas in November, 1920. This information has been compiled and mimeographed for distribution to city officials and others interested in the subject. Copies may be secured upon request to the Bureau.

The October, 1919, *Journal* of the Memphis, Tenn., Chamber of Commerce contains an article by Miss M. W. Freeman on the work of the Goodwyn Institute Library.

The Erie, Pa., Board of Commerce has, by vote of its Board of Directors, decided to establish a library on industry and commerce.

**The Annual Convention**  
of the  
**Special Libraries Association**

**Comes Only Once a Year**

***DO NOT MISS  
THIS ONE***

**If it Relates to the Convention**

Whether it is a matter of your hotel reservation, your train connections, your desire to visit some of the local special libraries, or anything else, the Committee on Arrangements is glad to help you.

Write to  
**KENNETH C. WALKER**  
Chairman S. L. A. Committee on Arrangements  
New Jersey Zinc Co.,  
160 Front Street, New York City

What You May Expect to Obtain from Attendance at the Convention of the S. L. A., Hotel McAlpin, New York, April 14-17, 1920:

## Get New Ideas

### By Seeing What Other Special Libraries Are Doing

An exhibit on methods has been arranged. Visits to typical special libraries in New York and vicinity are being planned.

### By Exchanging Views with Others

Librarians from all parts of the country will be present whom you will meet. An excellent program has been prepared; there will be general discussion.

## Renew Old Friendships and Make New Ones

Five hundred members of the S. L. A. are expected to come to the meeting. You will meet those whom you met at former conventions. You will find many new faces.

## Help the Association to Help You

*A number of important decisions directly touching the future of the Association, and affecting no less directly YOUR welfare are to be made.*

**WILL WE SEE YOU THERE ?**